



Community Development Department - Planning Division

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Vacations and Traffic Pattern Modifications

A vacation occurs when a street, alley or pedestrian walkway is to be removed from the public right-of-way and made private property. A Traffic Pattern Modification occurs when an existing roadway traffic flow and/or speed is changed by such means as one-way streets, raised medians, speed humps or terminated through means of a cul-de-sac. Both of these processes require public notification to allow for involvement in the decision by those property owners that may be affected by the change. The public may comment in writing or at a public hearing and the above measures may only be employed after public hearings by the Planning Commission and City Council.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you approximately one week prior to the City Planning Commission meeting (refer to the City Planning Commission tentative schedule for the approximate date). Extra copies are available from the Planning & Building Department.

TIME: The initial review will be done within 120-180 days of submittal of a complete application.

HEARINGS: The applicant, a representative, or the legal owner should be present at all hearings.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

Refund Policy for Alleys and Walkways: A refund of 50% of the processing fee shall be made to the applicant(s) following completion of the vacation proceedings including implementation of all required conditions of approval, subject to the following criteria:

- *All property owners whose parcel(s) has legal access to the alley or physically abut a pedestrian walkway must sign the application in support of the vacation request.*
- *The application shall document (1) the benefits to be gained by the surrounding community should the vacation request be approved and (2) that the resulting circulation system will not be adversely impacted.*
- *The property owners shall provide evidence of the necessary resources to physically close the alley or walkway to unauthorized persons and continue to provide access to affected property owners and City services as needed and appropriate.*
- *A finding shall be made by the City Council that an overriding community interest would be served if the alley/walkway is vacated.*

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

- ☐ One (1) copy of the completed application form. (*A majority of the adjacent affected property owners must sign the application. All property owners whose parcel(s) has legal access to the alley or physically abut a pedestrian walkway must sign the application in support of the vacation request.*)
- ☐ One (1) copy Plat Map of the Subject Property to be Vacated.
- ☐ One (1) copy of all graphics shall be reduced to an 8-½ by 11 inch size. See Instructions for Preparation of Reduced Graphics (attached) for the acceptable types of graphic reductions.
- ☐ One (1) copy Environmental Information Form: (For use in preparing the Initial Study).
- ☐ One (1) copy Application to the Riverside County Airport Land Use Commission (ALUC): The ALUC application is required at the time this application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.
- ☐ One (1) copy Hazardous Site Review Questionnaire
- ☐ One (1) copy Hazardous Materials Questionnaires